

<b>Course Title: Communication for Business &amp; Professions</b>					
<b>Course Prefix:</b>	<b>COMS</b>	<b>Course No.:</b>	<b>2382</b>	<b>Section No.: 05</b>	
<b>Instructor Name:</b>	<b>Dr. Candice Shivers</b>				
<b>Office Location:</b>	<b>Dan Rather Building 322J</b>				
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<b>Email Address:</b>	<b>Stdcms17@shsu.edu</b>				
<b>Course Location:</b>	<b>Dan Rather Room 320</b>				
<b>Class Meeting Days &amp; Times:</b>	<b>MWF 12-12:50</b>				
<b>Website:</b>	<a href="http://www.shsu.edu/syllabus/">http://www.shsu.edu/syllabus/</a>				
<b>Required Text:</b>	Adler & Elmhorst (2013). <u>Communicating at Work</u> . Eleventh Edition. New York: McGraw Hill, Inc. ISBN# 978-0-07-803680-4 Previous editions of this text may be used for this course.				
<b>Course Objectives</b>					
1. Students will adapt their communication skills to the demands of particular communication situations.					
2. Students will participate effectively in interviews as the interviewer and interviewee.					
3. Students will use decision-making and problem-solving principles effectively in small group discussions.					
4. Students will be able to use computers more effectively to find presentation materials in databases and the internet.					
5. Students prepare and present clear, concise, and informative oral and written reports.					
<b>Skills Objectives</b>					
1. <b>Critical Thinking Skills:</b> to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information through audience analysis, topic selection, evaluation of research material, and the use of appropriate arguments in speech making.					
2. <b>Communication Skills:</b> to include effective development, interpretation, and expression of ideas through written, oral, and visual communication through the preparation and delivery of in-class speech assignments and outlines.					
3. <b>Empirical and Quantitative Skills:</b> to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions through the use of numerical data as forms of support for speech claims.					
4. <b>Teamwork:</b> to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal through in-class brainstorming of potential speech topics and class discussion of possible speech topic choices.					

5. **Personal Responsibility:** to include the ability to connect choices, actions, and consequences to ethical decision-making through emphasizing the speaker's responsibility to the audience's well-being with respect to claims made and courses of action sought.
6. **Social Responsibility:** to include intercultural competence, knowledge of civic communities through requiring students to choose speech topics of social significance.

**Course Requirements & Evaluation Methods:** This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Course requirements include weekly quizzes, an interviewing packet, a career interview and paper, midterm and final exams, and a group assignment.

- You will be expected to log on every week and complete weekly quizzes over the information covered in the course.
- The interviewing packet requires you to submit a job posting of a job that you would apply for now or once you complete your degree. You will also submit a resume and cover letter, as if you were applying for the position.
- The career interview and paper asks you to interview a professional individual in the area of work that you would like to pursue. The goal of the interview is to collect helpful information as you begin your career plans. More instructions will be given later in the semester.
- The group presentation asks you and your group to profile a company or product that failed miserably, explain why it failed, and what it should have done differently. Your group will write a 3-5 page paper on this failure and prepare a 10 minute presentation about it.
- Exams will be administered as a mid-term and a final. The exam will include true/false and multiple choice questions. Each exam will contain 50 questions, worth 2 points each. You will be given one hour to complete each exam online.
- Work is due **BEFORE midnight** on the date listed.
- **LATE WORK IS NOT ACCEPTED.**

**Class Participation** – Students' daily attendance and participation in class discussions will demonstrate *communication* and *teamwork*.

Your grade will be determined by the following:	Max Points
Chapter Quizzes	100
Career Interview & Paper	150
Job Interview Packet	150
Group Assignment	200
Tests and Exams: Midterm = 100 points, Final = 100 points	200
Participation	200
Total Points:	<b>1000</b>

The grading scale for the course is as follows:

- |   |                   |
|---|-------------------|
| A | 900 - 1000 points |
| B | 800 - 899 points  |
| C | 700 - 799 points  |
| D | 600 - 699 points  |
| F | 0 - 599 points    |

## CLASSROOM POLICIES AND COURSE PROCEDURES

By remaining in this class, you signal your agreement with the policies and procedures governing this course to the professor and the university. If at any time you decide not to continue in this course, you are responsible to drop this course with the registrar.

Class involvement and participation is an essential aspect of the course. A percentage of the final grade is based on your participation. The remainder of your grade is determined based on your performance on exams, written, and oral assignments. Students are expected to come to class on time for every class meeting. You're expected to have all needed documents, **books, writing instruments, notebooks, a productive attitude**, and having completed all reading and other materials assigned in the syllabus **prior** to the date indicated on the course calendar.

**Attendance:** Regular attendance is crucial to your success in this class. You are expected to come to class having completed all assignments, prepared for all readings, discussions and presentations with a writing utensil and a notebook, etc. You must be on time and prepared on all class days. If you decide not to come to class, you will be held responsible for all information and/or in-class activities whether you are there or not. **You will not be permitted to make up any assignments completed in a class for which you are absent or tardy.**

If you are absent or tardy, please don't ask me if we did anything important, or if you missed anything. Have one of your classmates bring you up to speed **before returning to class**. It is the student's responsibility to ensure that s/he is marked as present, absent or tardy. These stringent policies are necessary for a variety of reasons:

- (1) To prevent unnecessary interruptions
- (2) To be courteous to the professor and fellow students
- (3) To foster a fair and friendly learning environment for everyone
- (4) To ensure that students have ample time to learn material

### **A class meeting twice a week:**

You are allowed to miss class 3 times.

4 absences=final grade lowered by one letter.

5 absences=final grade lowered by two letters.

6 absences=final grade lowered by three letters.

**Submission of Assignments:** ALL ASSIGNMENTS must be typed and submitted in class. No late work is accepted. Make sure that you are attentive to the **due date AND time** for assignments. You will not be allowed to submit late work. **I do not accept work via email.**

**Make-up and Late Work:** NO MAKE-UP OPTIONS ARE PROVIDED. NO LATE ASSIGNMENTS, SPEECHES, DISCUSSIONS, OR EXAMS WILL BE ACCEPTED. If you are absent due to a school-sponsored organization or team activity, your assignment **MUST** be turned in **BEFORE** you leave. I will not accept late assignments, presentations, exams, or discussions unless you have documentation that you were in the hospital or emergency room. You are expected to come to each and every class on time and prepared. This is a dynamic participation based course. There is no way to recreate the atmosphere of an assignment, performance, or exam. I do not accept any assignments via email.

**YOU MUST BE PUNCTUAL ON YOUR SPEECH DAYS!** This rule will be strictly enforced. Attending partial class on the day you are assigned to speak will not be tolerated.

You must be here to respect your fellow classmates and serve as an attentive audience member. They will do the same for you. You should wait until you hear applause before entering the classroom. You will receive a letter grade deduction on your speech if you are late on *your* speech day.

**Reading:** It is mandatory that you have the required textbook(s) for this course. I expect every student to own a copy of the required text(s) for this course no later than the end of the first week of instruction. There will be days when you must bring your book to class with you. I expect every student to have read the assigned material from the text(s) *before* coming to class. You will be held responsible for the material in the textbook(s) as well as for information discussed in class on exams, assignments, and during presentations. Your final grade will reflect, in part, your commitment to reading and understanding the material.

**Writing and Research:** Unless otherwise noted, any written assignment must be typed, double-spaced, 12 point font, standard 1 inch margins, in APA format. There are many ways to access this information. The library has a copy on reserve also the internet has several links guiding you through APA format. Do not lose points needlessly because you don't know what the manual requires. You will be held accountable for the rules of citation, reference, title and page format, spelling and grammar whether you know them or not.

**Citation:** All sources used to complete assignments, exams, speeches, presentations or other work completed for this course should follow *APA Format* unless otherwise noted in writing by me. ALL SOURCES MUST BE ACKNOWLEDGED!!! The penalty for plagiarism is not only failing the course, but may result in expulsion from the university. **Plagiarism** is defined as "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work" (Dictionary.com).

**Submission of Assignments:** All assignments are due at the assigned date and time. NO MAKE-UP OPTIONS ARE PROVIDED. NO LATE ASSIGNMENTS, PRESENTATIONS, QUIZZES, or PAPERS will be accepted. **I do not accept late WORK under any circumstance.** No late work will be accepted and there will be no make-up for any speeches, exercises, or examinations including quizzes.

**Formatting Documents:** Microsoft Word is the standard word processing tool used. If you're using other word processors, be sure to use the "save as" tool and save the document in the Microsoft Word format. Assignments saved in other formats will not be graded and will receive a zero (0). Ensure that you make the proper preparations at the beginning of the semester, so that this does not become an emergency for you when assignments are due.

**Exam Policy** Exams should be taken as scheduled. No makeup examinations will be allowed unless you can provide documentation that you were in the emergency room.

**Communication Expectations and Standards:** All emails or discussion postings will receive a response from the instructor within 48 hours. You can send email anytime that is convenient to you, but I check my email messages continuously during the day throughout the work-week (Monday through Friday). I will respond to email messages during the work-week by the close of business

(5:00 pm) on the day following **my receipt** of them. Emails that I receive on Friday will be responded to by the close of business on the following Monday.

**Classroom Etiquette:** In order to make each class session as productive as possible it is important that we follow classroom protocols.

- If you anticipate being late for class for any reason, you should let me know the second week of class or email me 24 hours before class. Otherwise, you will be marked absent and will get a zero (0) for participation.
- Please refrain from whispering or carrying on conversations with other class members when lectures, presentations, or discussions are in progress. This behavior is very disruptive and interferes with your classmates' ability to learn. If you decide to engage in this behavior you will be asked to leave and get a zero (0) for participation.
- Class discussions can be lively; however, students are required to practice civility towards the professor and their classmates. If a student decides to speak in a disrespectful tone to one of his or her classmates or the professor, that student will be asked to leave and earn a zero (0) for participation.
- Please refrain from reading materials or doing homework unrelated to class during our sessions. If you decide to engage in this behavior you will be asked to leave and get a zero (0) for participation.
- Turn **OFF** and **PUT AWAY** cell phones, mp3 players, and headphones when in class. If you are looking at your cell phone, you will be asked to leave and get a zero (0) for participation.
- Refrain from sending and receiving e-mail, text messages, instant messages or other forms computer mediated communication during class. This is unacceptable, highly disruptive, and disrespectful. If you decide to engage in this behavior you will be asked to leave and get a zero (0) for participation.

#### **Other Instructor Policies:**

**Grade Concerns:** Keep in mind that I will protect your privacy in discussing your work. This means I do not discuss your grade in the presence of other students, faculty or staff before, during or after class sessions and or office hours. If others are present at the time that you attempt to engage in a conversation about your grades, I will ask them to leave or instruct you to wait until such time as your privacy can be maintained.

You may submit any grade concerns in writing. Make sure that in your email you include:

- (a) Your name, the title of the course and meeting time
- (b) The name of the assignment
- (c) A clear discussion of your issues or concerns.
- (d) Your suggestion(s) for resolving the issue(s).

#### *Presentation and Speech Days*

- **YOU MUST BE PUNCTUAL ON YOUR SPEECH DAYS!** This rule will be strictly enforced. Attending partial class on the day you are assigned to speak will not be tolerated. You must be here to respect your fellow classmates and serve as an attentive audience member. They will do the same for you. You should wait until you hear applause before entering the classroom. You will receive a letter grade deduction on your speech if you are late on *your* speech day.

- On speech days you are required to wear business casual dress. This demonstrates a level of preparedness and professionalism. The penalty for not wearing business casual dress is a 10 point grade deduction.
- Be prepared. As a speaker, this means having all of your required elements including but not limited grading rubric, speech outline, visual aid(s) and professional attitude and attire. As a listener, this means contributing to a supportive environment, being prepared to demonstrate through written or oral methods constructive feedback and critical listening.

#### Tentative Schedule

Week 1	Welcome and introduction to the course/Icebreaker: Get to know your classmates
Week 2	Chapter 1 Quiz due Sept. 1
Week 3	Chapter 2 Quiz due Sept. 8
Week 4	Chapter 3 Quiz due Sept. 15
Week 5	Chapter 4 Quiz due Sept. 22
Week 6	Chapters 5 Quiz due Sept. 29
Week 7	6 Discussion Quiz due and Job posting, Resume, & cover letters due Oct. 6
Week 8	Midterm Review/Midterm Exam Oct. 13
Week 9	Chapter 7 Quiz due & Career Interview Paper Due Oct. 20
Week 10	Chapter 8 Quiz due Oct. 27
Week 11	Chapter 9 Quiz due Nov. 3
Week 12	Chapters 10 Quiz due Nov. 10
Week 13	Chapter 11 Quiz due Nov. 17
Week 14	Nov. 22-24 Thanksgiving Holiday (University Closed)
Week 15	Group Assignment Due Nov 27- Dec 1
Week 16	Final Exam due Dec 4- 7